

Chief, Management Staff

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CONFIDENTIAL

19 NOV 1957

Comptroller

Establishment of Two Staff Positions,
Office of the Comptroller

REF : Staff Study on "Financial Management Improvement Program"
from Comptroller to DD/S 4 November 1957

1. In accordance with the recommendation contained in paragraph 3a of the referenced staff study, which was approved by the DD/S 4 November 1957, and in accordance with discussion with [REDACTED] of your Office and the Deputy Comptroller 19 November 1957, it is requested that appropriate steps be taken to establish two positions in the Office of the Comptroller at grades GS-15 for the purpose of directing the implementation of the Agency Financial Management Improvement Program. 25X1A9a

2. These two positions should be entitled "Special Assistant to the Comptroller for Financial Management Improvement."

3. As indicated in the referenced staff study, the Office of the Comptroller will absorb the two new positions within the present approved personnel ceiling. It is therefore requested that the following positions be deleted and the two new ones established in lieu thereof:

From

To

Finance Division

Industrial Contract Audit Branch
Office of the Chief

Business Accountant	GS-12	0510.10	M-508	Special Assistant	
				- FMI	GS-15 M

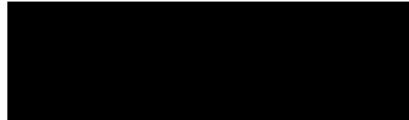
Fiscal Division

Payroll Branch
Office of the Chief

Clerk	GS-5	0301.26	M-384	Special Assistant	
				- FMI	GS-15 M

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4. It should be noted that the staff study approved by the DD/S under date of 4 November 1957 did not include provision for secretarial service to the Financial Management Improvement Program. It is planned to utilize the services of the secretaries in the Comptroller's Office until such time as the stenographic workload required in connection with this program is determined.



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E. R. SAUNDERS

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